

INFORMATION FOR APPLICANTS

(Please read before completing application)

A brief statement of the functions and responsibilities assigned to the various boards and commissions which serve the City of Carlsbad is available in the Office of the City Clerk. If you are not thoroughly familiar with the functions and responsibilities of the board or commission to which you seek appointment, please ask the City Clerk for the appropriate information sheet. It is recommended that you attend several meetings of the board, committee or commission to which you are seeking an appointment.

While previous experience and education in the subject matter handled by the board/commission are considered in the appointment process, these factors are not the only determinants. Avocations, previous and current occupations, and familiarity with community affairs are also relevant. Carlsbad Municipal Code Section 2.08.090 requires that those appointed to any city board, commission or committee must be registered to vote and a resident of Carlsbad.

Before applying, you should be aware of the time and dates on which the board/commission regularly meets and how much of your time you will have to devote. The latter can best be determined by attending meetings of the board/commission to which you are applying and by speaking with someone who has served or is now serving.

Applications are valid for one year and are open for public inspection. In the event that an applicant has applied for appointment to more than one Board, Commission, or Committee, and is appointed to serve on one, their remaining applications will not be retained, unless otherwise specified by the applicant.

You will be required to file a financial disclosure statement if appointed to one of the following: Arts Commission, Design Review Board, Housing Commission, Library Board of Trustees, Parks and Recreation Commission, Planning Commission, Senior Commission, Sister City Committee, and the Traffic Safety Commission.

You will also be required to attend two hours of State Mandated ethics training every two years.

Upon completion of your application, please mail or deliver the application to the following address:

City Clerk's Office
City Hall
1200 Carlsbad Village Drive
Carlsbad, CA 92008

CITY OF CARLSBAD BOARDS AND COMMISSIONS

BOARD OR COMMISSION	OTHER SPECIAL REQUIREMENTS*	MEETINGS	STAFF LIAISON
Arts Commission	NO	1st Thursday 9 AM	Arts Office Manager
Beach Preservation Committee	NO	2nd Tuesday 4 PM	Engineering Dept.
Community Television Foundation	NO	2 nd Thursday 4:30 PM	Communications Manager
Design Review Board	See Municipal Code. 2.26	4th Monday 6:00 PM	Housing & Redev. Director
Historic Preservation Commission	See Municipal Code. 22.04	2nd Monday every other month 5:30 PM	History Librarian
Housing Commission	See Municipal Code. 2.40	2nd Thursday 6 PM	Housing & Redev. Director
Library Board of Trustees	NO	3rd Wednesday 4:00 PM	Library Director
Parks & Recreation Commission	NO	3rd Monday 5:30 PM	Sr. Management Analyst - Recreation
Personnel Board	See M. C. 2.44	As Needed	Human Resources Director
Planning Commission	NO	1st and 3rd Wednesdays 6 PM	Assistant Planning Director
Senior Commission	NO	1st Tuesday 1:15 PM	Area Manager – Recreation
Sister City Committee	NO	2nd Wednesday 5:00 PM	Community Arts Coordinator
Traffic Safety Commission	NO	1st Monday 3:00 PM	City Engineer
Underground Utility Advisory Committee		As Needed	Deputy City Engineer - Transportation

* It is a prerequisite for appointment to any City board, commission, or committee, that the applicant be a resident of the City and a registered voter (see Municipal Code. 2.08.090.)

APPLICATION FOR APPOINTMENT
BOARD(S) AND / OR COMMISSION(S)

(Please print or type)

NAME (S) OF BOARD (S) AND/OR COMMISSION (S) IN, WHICH INTERESTED:

NAME: _____

ADDRESS: _____

CITY: _____ ZIP CODE: _____

HOME PHONE: _____

PRESENT OCCUPATION: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

WORK PHONE: _____

U. S. Citizenship (required for all appointments) _____ Yes _____ No

Resident of Carlsbad (required for all appointments) _____ Yes _____ No

Registered voter in Carlsbad (required for all appointments) _____ Yes _____ No

Citizens Academy Graduate _____ Yes _____ No

I am familiar with the responsibilities assigned to the Board(s) or Commission(s) on which I wish to serve.

I am willing to be interviewed regarding my qualifications for appointment by a committee designated by the City Council or at the request of an individual Council Member.

I am willing to file financial disclosure statements as required by the State's or City's Conflict of Interest Codes.

I am willing to attend two hours of State Mandated ethics training every two years.

SIGNATURE: _____ DATE: _____

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EDUCATION: _____

EXPERIENCE: _____

COMMUNITY ACTIVITIES: _____

ADDITIONAL INFORMATION OR COMMENTS: _____
